

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Special Assistant

The Office of the Indiana Attorney General is seeking an entry-level communications or political science graduate with interest in developing a variety of skills. The Special Assistant is responsible for coordinating efforts between the Chief of Staff, Executive Assistant to the Attorney General and the Communications Department to execute travel preparation, scheduling and media relations needs. This position will require extensive in-state travel, some overnight and occasional weekend travel (mainly in-state) and the ability to manage several projects at once. Strong organizational skills, interpersonal skills, punctuality, multi-tasking, awareness of current events and the ability to take specific directions are a must. The ideal candidate will have a strong working knowledge of social media. A background in communications or public relations is preferred. The Special Assistant will need to be sensitive to confidential or proprietary information. The position will report to the Chief of Staff (COS).

Duties include, but are not limited to the following:

- Driving the Attorney General to events and presentations.
- Preparation of all travel, including advance work, and collection of appropriate material.
- Responsible for required reporting aspects of state travel in state vehicle.
- Working with local media and other organizations to coordinate events or visits.
- Managing events on-site in a communications and special assistant capacity to ensure success.
- Maintaining schedule to ensure timeliness of stops.
- Participating in social media posting with oversight by the Communications Department and COS.
- Limited use of audio/video equipment, and coordination and distribution of printed materials at event sites necessary.

Requirements:

- Proficient in MS Office Suite
 - Word
 - Excel
 - PowerPoint

- Proficient in social media
 - Facebook
 - Twitter
 - Instagram
- Indiana Driver's License with driving record in good standing
- Acceptable background check
- Knowledge of Indiana cities and towns helpful

Background check required for all state employee positions. Due to the nature of travel in this position, any vehicle violations are individual responsibility. Violations must be reported immediately to the Chief of Staff.